

Wilcannia Central School

Cleaton Street

WILCANNIA. 2836

Ph. 08 80 915 801

Fax: 08 80 915 026

###### Ivanhoe Central School

Columbus Street

IVANHOE 2878

Ph: 02 6995 1108

Fax: 02 6995 1290

**Menindee Central School**

Menindee St

MENINDEE, 2879

Ph: 0880914409

Fax: 0880914377

**Attendance Warning Letter (5 missed lessons)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This notice is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student) has missed 5 lessons in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject). This is the first step in the Wilvandee Attendance Policy. (see attachment) Please note that students must attend lessons to meet course requirements. I have discussed this with your child and expect his/her attendance to improve from this point. However if your child continues to miss lessons further actions will be taken which may lead to an N-Determination.

Please sign and return to the school the attached form. Should you have any questions about this, please contact the school coordinator, course teacher or Head Teacher / Principal as soon as possible.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Coordinator ( \_\_\_\_\_\_\_\_ ) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal /H. Teacher ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Date

**PARENT/GUARDIAN ACKNOWLEDGEMENT OF POOR ATTENDANCE**

I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) has missed 5 lessons and is in danger of not meeting course requirements in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject). I also understand that it is necessary for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) to attend all lessons in future or further actions will be taken which may lead to an N-Determination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Date